Cheat Sheet Hospice Documentation

This cheat sheet covers the key hospice documentation requirements including election statements, certification of terminal illness, recertifications, and face-to-face encounters, ensuring compliance with CMS guidelines.

Category	Documentation details
Beneficiary election statement	Identification of the hospice providing care
	Acknowledgment of palliative vs. Curative treatment
	Acknowledgment of waiving traditional medicare benefits
	Effective date of hospice election
	Designated attending physician information (if applicable)
	Acknowledgment that the attending physician is the beneficiary's choice
	Signed and dated notice of election (noe)
Initial certification of terminal illness (CTI)	Certification signed by attending physician (if applicable) and hospice medical director within two days
	Verbal certification documented (if written cti was not signed in time)
	CTI includes benefit period dates (from and thru dates)
	CTI includes a physician narrative with clinical findings supporting life expectancy of six months or less
	Statement confirming the physician composed the narrative
Subsequent certification (SC)	Recertification statement signed by hospice medical director or physician
	SC signed and dated within two days of the certification period, no earlier than 15 days before certification
	SC includes benefit period dates and a physician narrative
	Attestation statement that the physician composed the narrative
	Face-to-face (FTF) encounter included (if applicable, for third or later benefit periods)
Oral certification	Obtained within two calendar days if written certification was delayed
	Physician providing oral certification is documented
	Statement that the individual's medical prognosis is six months or less

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S Ashworth

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